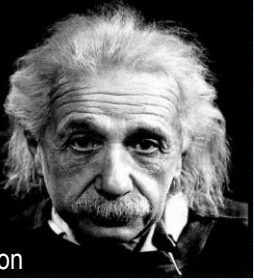


“Everything should be made as simple as possible, but not simpler.”
Albert Einstein



Lecture I: Course Orientation

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الكتابة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

1

- **NAME:** Sherief A. Sheta
- **CURRENT APPOINTMENT:** Assoc. Prof, Department of Architectural Engineering, Faculty of Engineering, Mansoura University
- **KEY QUALIFICATIONS:** Research, teaching, architectural design, building technology, architectural education development
- **TEACHING SPECIALTY:** Sustainable Planning and Architecture, with particular stress on design development theories and techniques
- **PhD:** Mansoura University, Egypt, 2003
- **MSc:** Mansoura University, Egypt, 1998
- **BSc:** Alexandria University, Egypt, 1991

Biography

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الكتابة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

2

Lecture I: Course Orientation

Course Code	Course Title	No. of Units	No. of Hrs/wk			Program ILOs Covered Lec Labs Exer (by No)
			Lec	Lab	Exer	
GEN 201	Technical Report Writing - 1	2	1	-	2	D1--D2-D8

D1. Demonstrate appropriate technical communication skills (written, verbal, and drawing) in small and large groups.

D2. Appreciate and plan for continuing education and life-long learning.

D8. Perform evidence based presentation and problem solving.

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الكتابة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

3

Lecture I: Course Orientation

Level One	
Course Code:	GEN201
Title:	Technical Report Writing - 1
Credits:	2
Prerequisites:	GEN101
Links:	
Course Description:	The course is designed to: 1- provide advanced training in English Language: Technical vocabulary, detailed report writing, presentation skills, and technical spoken English are all emphasized. 2- to help students prepare for external examination, in particular, TOEFL (Test of English as a Foreign Language).
Book(s):	Ron S. Blicq and Lisa A. Moretto, <i>Writing Reports to Get Results: Quick, Effective Results Using the Pyramid Method</i> . 3 rd Ed., NY: John Wiley & Sons, Inc, 2001. ISBN 0-471-14342-1

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الكتابة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

4

Requirements

- Regular attendance and active participation
- Oral assignments (e.g., brainstorming and reading)
- Written assignments (e.g., research paper, CV writing, etc.)
- Mid-semester examination.
- Final examination.

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الكتابة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

5

Readings and References

Textbook:

1. Ron S. Blicq and Lisa A. Moretto, *Writing Reports to Get Results: Quick, Effective Results Using the Pyramid Method*. 3rd Ed., NY: John Wiley & Sons, Inc, 2001. ISBN 0-471-14342-1

Recommended Readings:

1. Janet Van Wicklen; *The Tech Writers Survival Guide: A Comprehensive Handbook for Aspiring Technical Writers*. NY: Checkmark Books, 2001. ISBN 0-8160-4038-9
2. Philip Rubens; *Science and Technical Writing: A Manual of Style*. Great Britain: Routledge, 2nd Ed. 2001.

Recommended Websites :

1. David A. McMurrey; *Power Tools for Technical Communication: Online Textbook on Technical Writing*, <http://www.io.com/~hcexres/textbook/acctoc.html>

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الكتابة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

6

Course Timeline

Topic	No. of C. Hrs	lecture	Tutorial/ practical
Course orientation and why write reports.	2	2	-
The Report Writer's Pyramid.	2	2	-
Basic Patterns & Elements of the Sentence.	2	2	-
Prewriting, writing, rewriting.	2	2	-
Commenting & thesis templates.	2	2	-
Thesis sentence templates for emerging writers.	2	2	-
Applying comparison/contrast to technical reports.	2	2	-
Proposition thesis sentences.	2	2	-
Midterm exam and introduction to editing and peer reviewing.	2	2	-
Commenting, editing and correcting errors in technical ports.	2	2	-
Expressing agreement & disagreement in technical reports.	2	2	-
Use of technical English writing to describe objects.	2	2	-
Adding graphical elements to reports.	2	2	-
Thesis sentences from prize-winning essays.	2	2	-
Course review.	2	2	-
Term exam.	-	-	-
Total	30	30	-

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

7

Exercises

- On Weekly Basis
- Technical Written & Spoken English Training
- PowerPoint Presentations
- Working in Groups (Student-centered)
- Groups Realization
- Individual Tasks

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

8

What | Why | How

What is a scientific paper?

A primary publication is

- The first publication of original research results
- In a form whereby peers of the author can repeat the experiments and test the conclusions
- In a journal or other source document readily available within the scientific community

Without publication, science is dead

—Gerard Piel

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

9

What | Why | How

Why write in science?

Criticism and testing are of the essence of our work. This means that science is a fundamentally social activity, which implies that it depends on good **communication**. In the practice of science we are aware of this, and that is why it is right for our journals to insist on **clarity and intelligibility**...

A naturalist's life would be a happy one ... if he had only to observe and never to write

— Charles Darwin

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

10

What | Why | How

Why write in science?

- to **communicate** new scientific findings.
- to **record** day-to-day work in the laboratory or in the field.
- to **win** funding for research.
- to **review** the work of colleagues (Scientists are measured)
- **Reproducibility**.
- to **develop** professional resume.

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

11

What | Why | How

How to write in science...practice practice practice

- First "**do**" good science, and next "**write**" good science
- Bad writing can and often does delay or prevent publication
- There is no single best way to prepare a scientific manuscript
- Explore the basic principles



DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير (1)

Spring Semester

Dr. Sherif A. Sheta, 2012

12

Forms of Scientific Communication

- journal articles
- reports
- proposals
- theses
- abstracts
- slide presentations
- poster presentations
- books and book chapters
- review papers
- seminars/group communications

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

13

Examples of Technical Writing:

- Action Plans
- Advertisement
- Agenda
- Audit Report
- Book Review
- Brochure
- Budget
- Business Letter
- Business Plan
- Catalog
- Contract
- Critique
- Data Book or Display
- Description
- Diagram, Chart, or Graph
- Editorial
- Email
- Feasibility Report
- Field Test Report
- Incident Report
- Informational Form
- Informational Poster
- Informative Summary
- Instructions
- Interview Questions
- Itinerary

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

14

Examples of Technical Writing:

- Job Application
- Job Description
- Lesson Plan
- Letter of Inquiry
- Letter of Recommendation
- Magazine/Newspaper Article
- Marketing Plan
- Memo
- Meeting Minutes
- Newsletter
- Observation Report
- Performance Evaluations
- Persuasive Proposal
- Position Paper
- Product Comparison
- Proposal
- Questionnaire
- Research Report
- Résumé/Portfolio
- Scientific Paper/Report
- Survey
- Test
- Transcription
- Training Manual
- Travel Guide
- Web Page
- Work Order

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

15

Descriptive Method: IMRAD*

Abstract – brief summary

Introduction – What question was asked?

Methods – How was it studied?

Results – What was found?

And

Discussion – What do the findings mean?

*An acronym for "Introduction, Methods, Results And Discussion"

DELTA UNIVERSITY

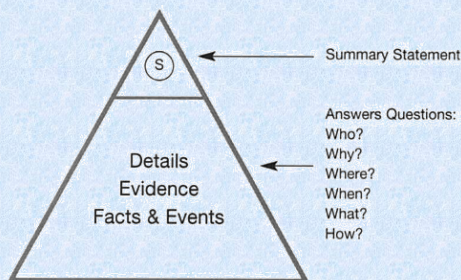
DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

16

Report Writer's Pyramid



The base of the report writer's pyramid answers readers' questions

DELTA UNIVERSITY

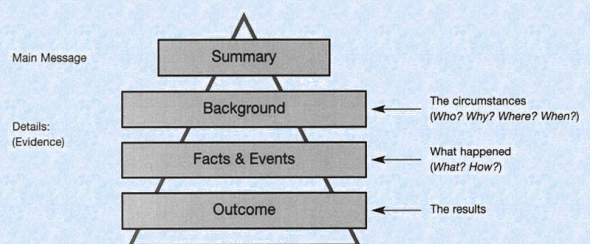
DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

17

Report Writer's Pyramid



DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

18

"Musts" in scientific writing

- ✓ clear and simple
- ✓ words of certain meaning
- ✓ without flowery literary embellishments
- ✓ well-ordered/ organized
- ✓ cohesive
- ✓ logical
- ✓ appropriate and proper use of English
- ✓ fewest short words that make sense

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجاعة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

19

"Features" in scientific writing

- Personal (I, we) vs impersonal (writer, author)
- Oneness vs ambiguity
- Active Tense vs passive
- Clarity vs redundant words
- Nominalization vs Verbal Constructions
- Readable vs indecipherable

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجاعة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

20

Information Lifecycle



* Journal of Young Investigators - international, online peer-reviewed journal for undergraduates, publishing both original research manuscripts and science feature and news.

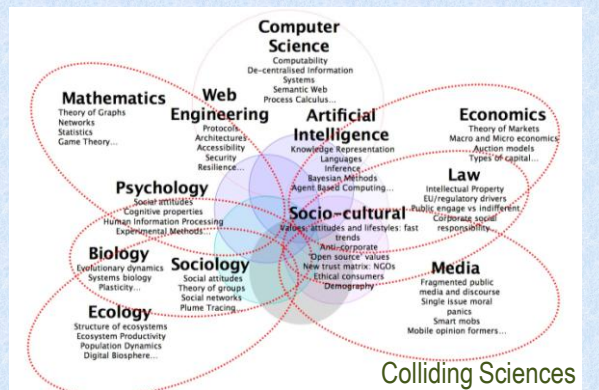
DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجاعة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

21



DELTA UNIVERSITY

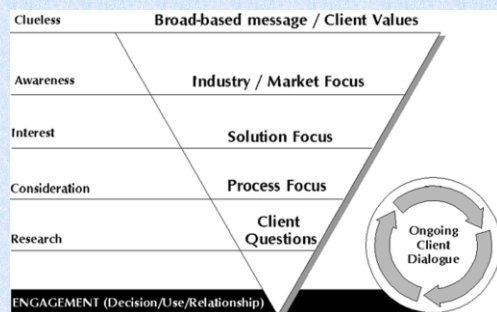
DU - GEN 201 Technical Report Writing - (1) الشجاعة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

22

Presentations Sequence: Audience Engagement



DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجاعة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

23

... and finally, How Does the Exam Look Like?!

Question No. 1:

(10 marks – est. 25 min.)

By using "Writing Templates," express the following in "Technical English":

1. A comparison between two public expenditure management systems.
2. The differences (similarities) between American English and British English.
3. Disagreement with the notion that technology is an impetus for globalization.
4. Agreement with the notion that engineering is an interesting profession to practice.
5. Mild disagreement with the proposition that your boss can do no wrong.
6. Transformation of engineering designs into manufacturing processes.
7. The definition of engineering technology as applied science, and more importantly, as a disciplined and educated approach to decision-making.
8. An introduction on your intention to apply for a certain position in a company.
9. The difficulty in proving that cell phones have long-term health risks.
10. Definition of the term "research laboratory", according to your technical readings.

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجاعة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

24

... and finally, How Does the Exam Look Like?!

Template Example

- This template can be used when you disagree with the proposition. Therefore, the adjective in the final blank has to be a negative one.

The	that	X	is	Y	is
notion				untenable ¹	
belief				dubious	
thought				absurd	
idea				cockamamie	
proposition				groundless	
				unfounded	
				absolutely wild	

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

25

... and finally, How Does the Exam Look Like?!

Template Example

- This template can be used when you disagree with the proposition. Therefore, the adjective in the final blank has to be a negative one.

➤ Examples:

The belief that the president can do anything he wants is groundless.

➤ Your Thesis Sentences:

1. (proposition: (proposition: Hot dogs are the best food).....
2.

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

26

... and finally, How Does the Exam Look Like?!

Question No. 2:

Review, elaborate, and redraft the following speech for spelling, punctuation, inappropriate vocabulary, and grammar: (5 marks - est. 25 min.)

The ISS is internationally developed research facility. construction of the station begins in 1998 and is schedule to completion by late 2011. The station is expected to remain in operation untill at least 2015 and likely 2020. With a greater crosssectional area than that of any previous space station the International Space Station (ISS) can be see from Earth with the naked eye, and is by far the largest artificial satellite that have ever orbited Earth?

The ISS serve as research laboratory that have a microgravity enviroment in which crews conduct experiments in biology, chemistry, medicine, physiology and physics as well as astronomical and meteorological observation. The station provide a unique environment for the testing of the spacecraft systems that will be required for missions to the Moon and Mars

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

27

... and finally, How Does the Exam Look Like?!

Question No. 3:

Write an essay (rough outline) on one of the following topics:

(5 marks - est. 20 min.)

- a) A course you have taken in the fall semester
- b) Role of engineering in preservation of the environment

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

28

... and finally, How Does the Exam Look Like?!

Question No. 4:

(5 marks - est. 5 min.)

You are asked to review and assess your written essay using the following criteria:

No.	Criteria of Assessment	Points (10 each)
1.	Is your thesis statement clear and understandable?	
2.	Early in the text, is there a clear road map of the entire document?	
3.	Are the tone and vocabulary suitable for the subject?	
4.	Have you satisfied a certain arrangement for the technical information of your outline?	
5.	Are all the elements of your document type present and in the appropriate order?	
6.	Does each section and subsection follow logically from the preceding one?	
7.	Have you used the right arguments, language and style to persuade the reader to agree with you?	
8.	Have you expressed yourself exactly and precisely?	
9.	Have you checked for grammatical accuracy?	
10.	Have you checked your spelling?	

Question No. 5:

(10 marks - est. 25 min.)

Based on the above self-assessment, elaborate and redraft the first rough outline you developed in Question 3.

DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

29

... and finally, How Does the Exam Look Like?!

Question No. 6:

(5 marks - est. 20 min.)

In no more than 50 words, use Technical Report Writing in describing your simple thoughts about the opposite photograph.



Best wishes!

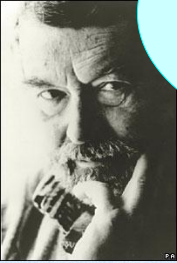
DELTA UNIVERSITY

DU - GEN 201 Technical Report Writing - (1) الشجيرة التقنية للتقارير

Spring Semester

Dr. Sherif A. Sheta, 2012

30



Novelist, John Fowles

For what good science tries to eliminate, good art seeks to provoke — *mystery*, which is lethal to one, and vital to the other.

DELTA UNIVERSITY

Spring Semester

DU - GEN 201 Technical Report Writing - (1)

السجاية التقنية للتقارير (1)

Dr. Sherif A. Sheta, 2012

31

Tutorial Topic:
Write an essay on why you chose to study Engineering/Pharmacology/Oral and Dental Medicine as your career (100 words)

Readings this week:
Blicq, Chapter 2, pp. 2-15.

Next Session:
The Report Writer's Pyramid

pcapplications1@yahoo.com

سيتم التواصل مع الطلاب عبر البريد الإلكتروني لمتابعة التمارين والنشاط العلمي والإجابة على استفساراتهم ومناسبة أرائهم حول المادة العلمية.
Sign your name and class constantly

DELTA UNIVERSITY

Spring Semester

DU - GEN 201 Technical Report Writing - (1)

السجاية التقنية للتقارير (1)

Dr. Sherif A. Sheta, 2012

32